



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

INFORMATIONAL LETTER NO. 1007

DATE: May 9, 2011

TO: Iowa Medicaid Home and Community Based Services (HCBS) and Case Management Services Providers (Excluding Individual Consumer Directed Attendant Care)

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Re-verification of Service Certification and Atypical Procedure Code Conversion

EFFECTIVE: October 1, 2011

In accordance with direction from the Centers of Medicare and Medicaid Services, the IME is undertaking a project that will affect all service codes that begin with a "W" which are codes currently used to bill waiver, case management, and targeted case management services to the IME. These codes are considered "non-standard" because they are exclusive to the Iowa Medicaid program (sometimes referred to as "local codes"). Effective for dates of service January 1, 2012, (for non-cost settled codes) or July 1, 2012, (for cost settled codes) each "W" code will be converted to a national, standardized Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT) code. The use of standard codes allow for better oversight and administration of the program. This conversion will affect both the Individualized Services Information System (ISIS) processes and claims for services billed to the IME.

Cross referencing the old and new codes: The IME has created a webpage to contain information for this project, including a chart that details each current "W" code and the conversion code(s) to be used after the change.

Changes to some units: Also detailed on the chart are the new unit descriptions as many new codes will have unit descriptions that differ from the "W" code that is replaced.

The conversion webpage is: www.ime.state.ia.us/Providers/AtypicalCode.html.

Later this year the IME will send additional information to all waiver providers, case managers, and targeted case managers describing in detail how this project will be implemented. If you have any questions about the Atypical code Conversion Project, please contact Le Howland at lhowlan@dhs.state.ia.us.

As part of this conversion process, all providers of Medicaid HCBS and Case Management services will be required to:

- Confirm if they intend to continue as a Medicaid provider for the specific services they are currently listed by the IME as approved to provide,
- Identify the new HCPCS or CPT code(s) describing those services and,
- Send the IME supporting documentation (when indicated) for certain services to demonstrate the continued qualification to provide the service

Re-verification of Service Certification required by October 1, 2011: To facilitate the conversion to standard codes and ensure our provider network meets ongoing program requirements, the IME has built a special tool within our Iowa Medicaid Portal Application (IMPA) website. The tool is called “Service Certification.” To access this tool, providers should go to: www.ime.state.ia.us/Providers/index.html and click on the IMPA (Iowa Medicaid Portal Access) link found under the Provider Tools and Resources. If you are not a registered user click on Register New Account in the upper left of the log in page. Enter all required information and click create. Once you are logged into IMPA hover the mouse over “File” and click on “Recertify Waiver Services”. Follow instructions on each screen to complete the recertify waiver services process.

This portal will be open to all providers of HCBS and Case Management services beginning on May 3, 2011, and must be completed by October 1, 2011. There may be impacts to provider enrollment status affecting service plan approvals and ultimately claim authorization and payment if not completed by this date. To avoid any disruption, we urge you to complete this task as soon as possible.

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members. If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, or locally (in Des Moines) at 515-256-4609, or by e-mail at imeproviderservices@dhs.state.ia.us.